

MARCH 2025, v1.2

OBS RECORDING AND LIVE STREAMING GUIDELINES

THRIVE

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Resources

Resources
OBS Link: https://obsproject.com/.
OBS Steaming Instructions: https://wiki.strive2thrive.earth/training/OBSstreaming
Social Media Event Page Creation Guide: https://wiki3.strive2thrive.earth/wp-content/uploads/2025/03/TP_GUI_031_-Social-Media-Event-Page-Creation-Guide.pdf
Bandwidth information: https://www.bing.com/search?pglt=171&q=internet+speed+test&cvid=1760a4f01ac044dbb55af1e9bbf1fb25&gs_lcrp=EgZjaHJvbWUyBggAEEUYOTIGCAEQABhAMgYIAhAAGEAyBggDEAAYQDIGCAQQABhAMgYIBRAAGEAyBggGEAAYQDIGCAcQABhAMgYICBAAGEDSAQg0Mjg0ajBqMagCALACAA&FORM=ANNTA1&PC=NMTS

What is OBS?

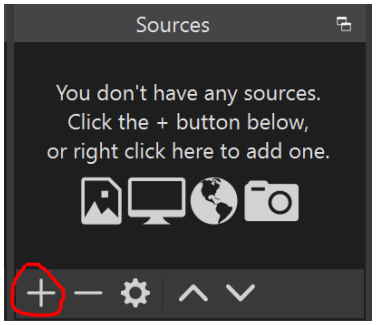
For meetings outside of Zoom, you will need to record using an external program.

We use OBS (Open Broadcaster Software) for recording of Zoom and livestreaming.
Note that OBS can only stream to one platform at a time - for multiple platforms, you will need multiple people to open up the meeting / webinar, and follow the instructions for one of the platforms below.

You can install OBS from here: https://obsproject.com/.

Below, we describe how to use OBS.

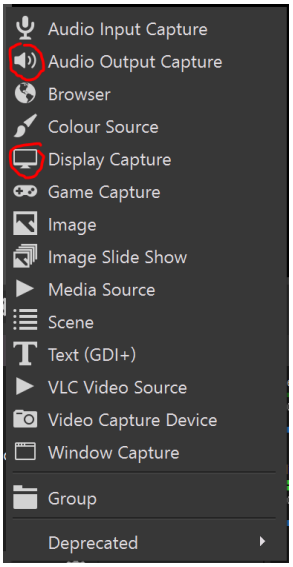
Recording Meetings with OBS:



1. Open OBS on the device you will be recording from. Move your mouse to the “Sources” section at the bottom of the OBS window.

NOTE: If you cannot find the “Sources” section, go to the menu bar and click Docks > Sources.

2. Add the visuals and audio as sources. To do this, click the + symbol in the Sources section. This should be at the bottom of the screen.



3. Click “Audio Output Capture”, and in the popup menu, select “Desktop Audio” from the “Add Existing” section. If this does not exist, select “Create New”, and pick the **speakers / headphones that you will listen through** during the event.

This will record all sound coming from the computer, based on the volume of the computer *(so if it’s muted, no sound will be recorded)*. However, it will not record your own voice.

4. To record your own voice, click “Audio Input Capture”, and in the popup menu, select “Mic/Aux” from the “Add Existing” section. If this does not exist, select “Create New”, and pick the device that **you will speak through** during the event.

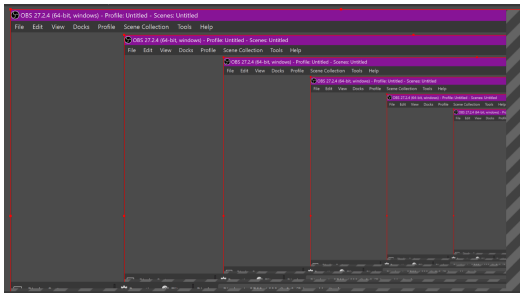
5. Once the audio feed appears in the Sources menu, click the + again and click “Display Capture”.

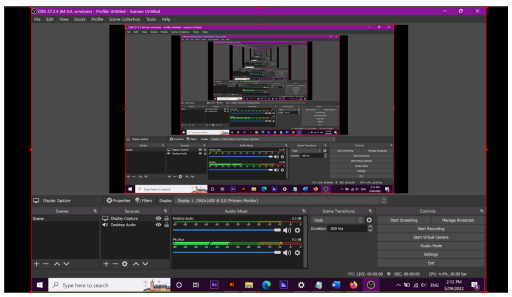
6. Select “Create New”, then pick the display that you wish to livestream. For instance, if you wish to livestream a Zoom event, select the screen where Zoom will be opened. Untick the “Capture Cursor” tickbox to prevent your mouse cursor from being visible onscreen.

7. Open Google Meet on your computer. Make sure no other windows appear on top of the Google Meet window.

8. Look at the window in the centre of OBS, and check that the ENTIRE window is visible. If only part of the screen is visible, like below, select and drag the red dots to adjust the size of the screen. Drag the screen on the window to move it.

   Now move the screen so it fits neatly within the central window.





9. If done correctly, the OBS window should look like the one on your right.

10. Start the recording by clicking “Start Recording”. Once the meeting ends, click “Stop Recording”.

    NOTE: Avoid opening up OBS until you wish to stop recording, as the OBS window will appear in the recording.

11. Once done, convert the .mkv file it creates to an .mp4 file by clicking “Remux Recordings” in the main menu, and dragging your .mkv file into the popup. Click “Remux”, and wait until it is done. You should have a .mp4 file.

Live Streaming

Our public events often have video livestreams which people can watch at the same time as our events. Specifically, we use two platforms, YouTube and Facebook.

We use OBS (Open Broadcaster Software) for our livestreams. Note that OBS can only stream to one platform at a time - for multiple platforms, you will need multiple people to open up the Zoom meeting / webinar, and follow the instructions for one of the platforms below.

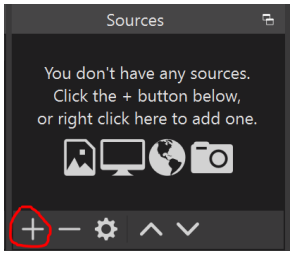
Below are instructions on how to set up and run live streams on both platforms.

YouTube (through OBS)

Video instructions are here: https://wiki.strive2thrive.earth/training/OBSstreaming

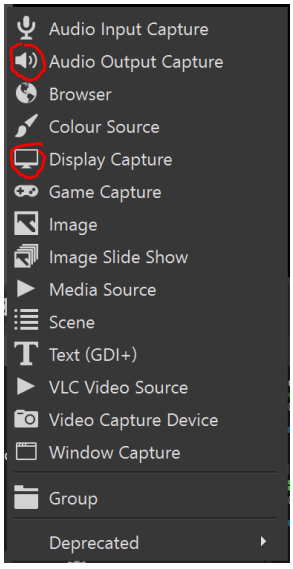
1. Running a livestream requires a computer with the livestreaming software, OBS. You can install it from here: https://obsproject.com/
2. Open OBS on the device you will be livestreaming from. Click the “Settings” button in the bottom right corner of the screen.
3. Click the “Stream” tab. Change the “Service” dropdown to “YouTube” and leave the “Server” option unchanged. Click the “Connect Account” button that appears on the screen.





4. Log in to YouTube as Thrivability Matters. If you lack the credentials, ask the #it-support team for access to the THRIVE YouTube, providing your THRIVE Email. Once you do this, click “Accept” when YouTube asks for permission to connect to OBS. After this, the computer will be connected, and you will not need to do this step again for that computer.

5. Add the visuals and audio as sources. To do this, click the + symbol in the Sources section. This should be at the bottom of the screen.



6. Click “Audio Output Capture”, and in the popup menu, select “Desktop Audio” from the “Add Existing” section. If this does not exist, select “Create New”, and pick the device that the sound will go through during the livestream.

This will record all sound coming from the computer, based on the volume of the computer *(so if it’s muted, no sound will be recorded)*.

7. Once the audio feed appears in the Sources menu, click the + again and click “Display Capture”.

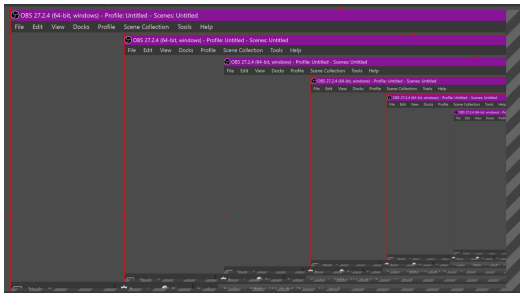
8. Select “Create New”, then pick the display that you wish to livestream. For instance, if you wish to livestream a Zoom event, select the window where Zoom will be open.

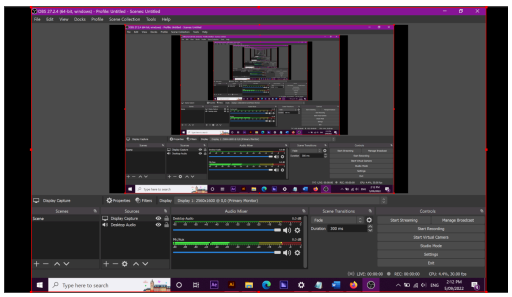
Untick the “Capture Cursor” tickbox to prevent your mouse cursor from being visible onscreen.

9. Open Zoom on the computer where you are livestreaming and enter the meeting as a guest. Maximise Zoom, and close all windows other than the Zoom video feed (including chat and participant windows).

If the meeting is not ready to start, skip this step until 10 minutes before the webinar starts.

10. Look at the window in the centre of OBS, and check that the ENTIRE window is visible. If only part of the screen is visible, like below, select and drag the red dots to adjust the size of the screen. Drag the screen on the window to move it.
    Now move the screen so it fits neatly within the central window.

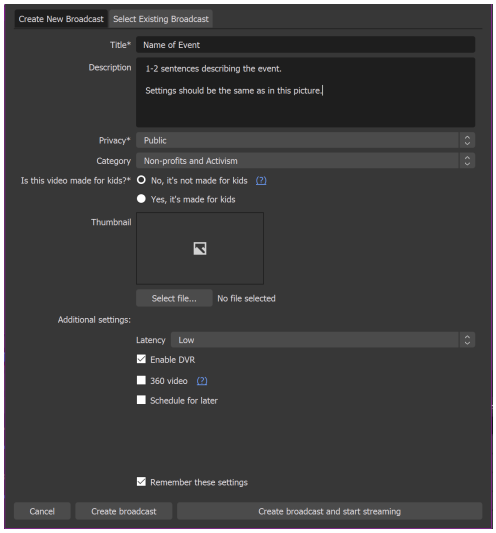




11. If done correctly, the OBS window should look like the one on your right.

12. Now, click “Manage Broadcast” in the menu on the bottom right, next to “Start Streaming”.

13. Enter the details for the YouTube livestream, as below:



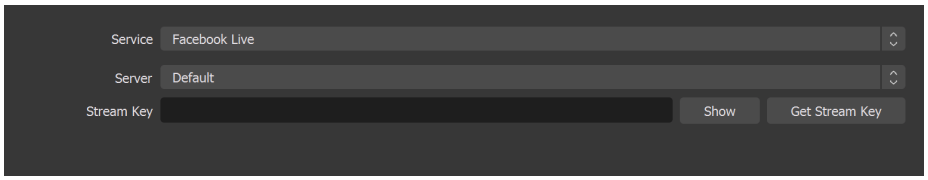
14. If you are preparing the stream ahead of time, click “Create Broadcast”. This will NOT start the livestream.

    If you do this, once you are ready to start, open this menu again and click “Select Existing Broadcast”. Select the livestream from the list, and click “Create Broadcast and Start Streaming”.

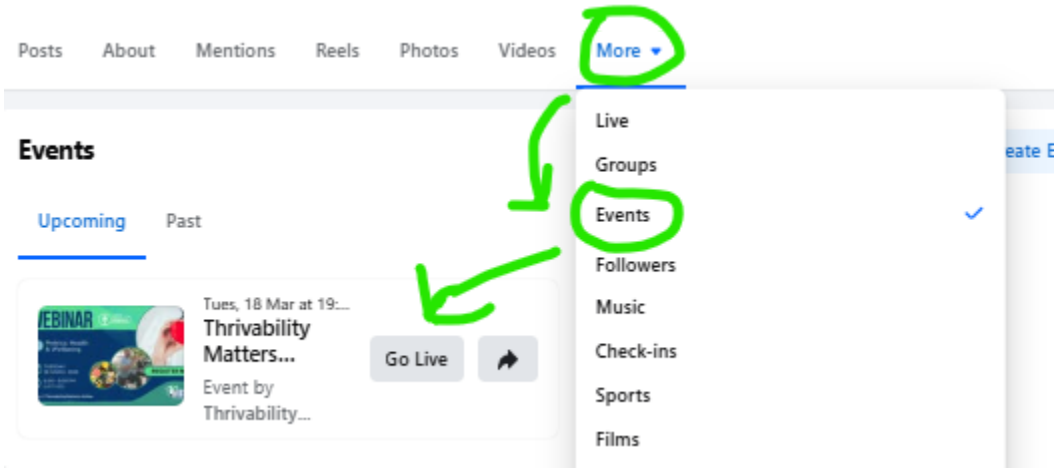
15. If you wish to start the livestream immediately, click “Create Broadcast and Start Streaming”. Make sure there are no issues with the stream, as you cannot change them once you start streaming.

Facebook

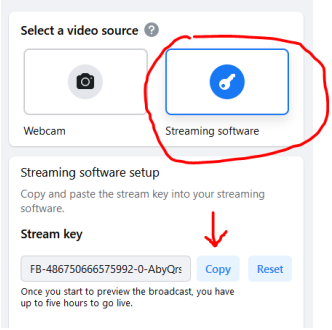
1. Follow the “YouTube (through OBS)” instructions to Step 3.
2. Click the “Stream” tab. Change the “Service” dropdown to “Facebook”. Leave the “Server” option as is.



3. You will need to create a stream key. To do this, check the Thrivability Matters Facebook page for a Live Video Event, by clicking “More” in the menu above where posts are made, then “Events”, then “Go Live”.
    - If no event exists, you must create an event for the month’s webinar - follow the instructions in the “Creating an Event with Facebook” section of the Social Media Event Page Creation Guide here.
        - NOTE: You will need to do this for each month’s webinar.



4. Once you click “Go Live”, you will see the event setup page - in the “Select a video source” section, click “Streaming Software”, then copy the stream key from the textbox labelled “Stream key”.



5. Once you get the stream key, paste this into the “Stream Key” field in OBS.
6. Follow the “YouTube (through OBS)” instructions from Steps 5-11.
7. **This is important:** Post the event page link for this month to the #webinar and #social-media channels on Slack, and ask them to promote it. Do this at least 1 week before the event.

   Send the link to the Facebook Moderator, so they can use the link to moderate the Facebook stream.
8. **10 mins before webinar:** Click “Start Streaming” in the lower-right menu of OBS. If it works, you should be able to see a preview of your screen within the Facebook page where you copied the stream key.

Running a Livestream

When running a livestream, do not open any other programs on your computer - anything that is on the same screen as OBS will be visible in the livestream - including your desktop, any windows, and any personal information that is onscreen.

Make sure you watch the stream to make sure there are no issues like stuttering, loss of visuals or sound, windows appearing over the stream, or anything else.

Also, make sure your internet connection has enough bandwidth, or it will stutter. At least 1 Mbps of upload speed is recommended - you can find out your bandwidth using this link.

If the stream stutters, or your bandwidth is lower than this, please close all windows other than OBS and the window being streamed.

Version Control Information

Updated by: (@name)	Version Number	Update Description	Reason	Date (as dd/mm/yyyy)
@Justin	**v1.0**	First version of the guide	Guide on how to use OBS	**27/03/2024**
@Thandie	**v1.1**	Added Resources and Version Control tabs	Consistency with updated document template.	**05/07/2024**
@Justin	**v1.2**	Updated images and instructions for Facebook	Facebook UI updates	**16/03/2025**